



Huntley Project Public Schools

DREAM-BELIEVE-ACHIEVE

District/Central Office

Mark Wandle - District Superintendent
Rita Huck – Business Manager
Cece Pinkerton – Act/Lunch Clerk
Tim Kaczmarek – Activities Director/K-12 Dean
Candi Buck- Transportation Director
Cresta Krum- Assistant Clerk

Building Principals/Secretaries

Ben Lambert- Elementary
Clint Croy -Junior High
Sam Bruner -High School
Monique Lettas- HS Secretary
Julie Dandrea – JH Secretary
Karen Simpson-Elementary Secretary

Board of Trustees

Clint Johannes - Chair
Corinne Hammond– Vice Chair
Tim Ley– Trustee
Bill Cook - Trustee
Zeth Ban– Trustee

December 12, 2024

School Business Official / District Clerk - Huntley Project K-12 School District

Location (Worden, MT 18 miles east of Billings)

Huntley Project is a Class B school on a 4-day school week.

Description: The Huntley Project School District seeks a motivated, team-oriented individual who enjoys working with students and staff as the District Clerk. The main obligation is to ensure the school district is prudent in its expenditures of school funds and follows the established laws and regulations.

Huntley Project is a dynamic school district and a supportive community. Huntley Project is a Class B school that will runs a **4-day school week**. We utilize Infinite Campus to help with state reporting and utilize Tyler Technologies support programs for daily workplace obligations.

The starting base salary would be \$23.10 an hour, approximately \$48,000.00 but this is negotiable based upon experience and licensure.

The District provides \$800 towards health insurance.

The contract would begin on February 1, 2025, with a 90-day probationary period. The individual would have 6-7 months of support and transition services with the outgoing clerk.

Minimum Requirements:

- * Applicants must possess a high school diploma and have two years of post-secondary education combined with five years of progressively responsible experience in clerical and bookkeeping work.
- * Proficiency in computer skills is essential.
- * Candidates should demonstrate the ability to understand and apply complex policies and rules while maintaining cooperative working relationships with colleagues and stakeholders.
- * Strong time-management skills, the ability to handle stressful situations, and a commitment to confidentiality in employment and student matters are required.
- * Strong working knowledge of accounting software.
- * The board may consider alternative qualifications that are deemed appropriate and acceptable.

The application is available upon request from the Central Office or by emailing the human resources department at HR@huntley.k12.mt.us. Contact Cresta Krum in the Central office for more information. Please send a letter of interest, certified application, resume, proof of certification, and reference letters.